

About the Manuals

Accessing the Manuals

- Academic Affairs
- Capital Programs Management Group
- Environmental Health & Safety
- Facilities Management
- Financial Services
- Property Control System
- Police Department
- Parking and Transit Services
- Purchasing and Business Services
- Research and Sponsored Projects
- Staff Personnel
- Student Services Manual
- Sun Devil Athletics

Index of Policies

Process

Archives

Contact Us

Purchasing and Business Services Manual (PUR)

Effective: 12/5/1987

Revised: 7/1/2014



PUR 202-01: Contract Signature Authority

Purpose

To define the authority for signing contracts and other agreements

Sources

- Arizona Board of Regents Policy Manual - 3-103
- University policy

Policy

Pursuant to Arizona Board of Regents Policy 3-103, only those university officers designated by the president, as certified to the president of the Board of Regents, are authorized to execute contracts and other written instruments on behalf of the Board. In addition, the president may delegate his or her authority to execute contracts and other written instruments to appropriate university officials without certification to the president of the Board in the following circumstances:

1. the value of the university's obligation under the contract or other written instrument is \$10,000 or less and
2. the delegation of authority is warranted to improve the efficiency and effectiveness of university operations and does not unduly expose the Board or the university to financial loss.

All signature authority must be delegated in writing with specific limitations delineated by the president. Any contract or written instrument which provides for the grant of exclusive rights on the part of the university must be approved in advance by the president.

The Office of General Counsel (OGC) maintains the list of those officers to whom the president has delegated signature authority and the scope of the authority delegated. Persons holding an interim position have the signature authority of that position. Persons in an acting position have the signature authority of that position only if the delegation has specified such authority. The authorizations listed apply to any successor positions as a result of any title changes.

To access the list of Signature Authority Delegations, visit the [OGC Web site](#).

Cross-Reference

For further information on procurement authority, see [PUR 201-02](#), "Authority for Procurement."

[PUR](#) manual | ASU policies and procedures [manuals](#) | [Index](#) of Policies by Title | PUR manual [contact](#) | Purchasing and Business Services Web [site](#)
[Back to Top](#)

